

NATIONAL RESOURCE CENTER FOR OSHA TRAINING

National Labor College;
The Center to Protect Workers' Rights on behalf of the
Building and Construction Trades Department, AFL-CIO; and
West Virginia University/Safety and Health Extension
800-367-6724 or 800-626-4748

COURSE DESCRIPTIONS

OSHA Course #500

Trainer Course in Occupational Safety and Health Standards for the Construction Industry

Course Description: This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour construction safety and health course and to issue cards to participants verifying course completion. Prerequisites: Five years of construction safety experience and completion of Course #510, Occupational Safety and Health Standards for the Construction Industry, or equivalent construction training. NOTE: Students who wish to participate as authorized trainers in the Outreach Program must successfully pass a written exam at the end of the course. Outreach trainers are required to attend Course #502 at least once every four years to maintain their trainer status. (Course Length: 4 days) 2.5 CEU's; 3 semester credits. *Course Fee:* \$750.00

- November 12 – 15, 2007, Richmond, VA
- December 3 – 6, 2007, College Park, MD
- June 2 – 5, 2008, College Park, MD
- July 14 – 17, 2008, College Park, MD
- September 22 – 25, 2008, College Park, MD

OSHA Course #501

Trainer Course in Occupational Safety And Health Standards for General Industry

Course Description: This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour general industry safety and health course and to issue cards to participants verifying course completion. Prerequisites: Five years of general industry safety experience and completion of Course #511, *Occupational Safety and Health Standards for General Industry*, or equivalent industry training. NOTE: Students who wish to participate as authorized trainers in the Outreach Program must successfully pass a written exam at the end of the course. Outreach trainers are required to attend Course #503 at least once every four years to maintain their trainer status. (Course Length: 4 days) 2.5 CEU's; 3 semester credits. *Course Fee:* \$750.00

- February 25 – 28, 2008, College Park, MD
- June 9 – 12, 2008, Richmond, VA
- September 8 -11, 2008, Centreville, MD

OSHA Course #502

Update for Construction Industry Outreach Trainers

Course Description: Required every four years for personnel in the private sector who have completed #500 *Trainer Course in Occupational Safety and Health Standards for the Construction Industry* and who are active trainers in the outreach program. It provides an update on such topics as OSHA construction standards, policies, and regulations. (Course Length: 3 days) 1.7 CEU's; credits to be assessed. *Course Fee:* \$625.00

- October 15-17, 2007, College Park, MD
- April 28 – 30, 2008, Harrisburg, PA

OSHA Course #503

Update for General Industry Outreach Trainers

Course Description: Required every four years for personnel in the private sector who have completed #501 *Trainer Course in Occupational Safety and Health Standards for General Industry* and who are active trainers in the outreach program. It provides an update on such topics as OSHA general industry standards, policies, and regulations. (Course Length: 3 days) 1.7 CEU's; credits to be assessed. *Course Fee:* \$625.00

- April 21 – 23, 2008, Harrisburg, PA
- August 18 – 20, 2008, College Park, MD

OSHA Course #510

Occupational Safety and Health Standards for the Construction Industry

Course Description: This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA construction safety and health 30-hour course completion card. This course is for personnel who will not be conducting training sessions or who need to complete the prerequisite for OSHA Course #500. (Course Length: 4 days) 2.5 CEU's; 2 semester credits. *Course Fee:* \$750.00

- January 14– 17, 2008, College Park, MD
- May 19 – 22, 2008, College Park, MD
- July 7 – 10, 2008, College Park, MD

OSHA Course #511

Occupational Safety and Health Standards for General Industry

Course Description: This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA general industry safety and health 30-hour course completion card. This course is for personnel who will not be conducting training sessions or who need to complete the prerequisite for OSHA Course #501. (Course Length: 4 days) 2.5 CEU's; credits to be assessed. *Course Fee:* \$750.00

OSHA Course #521

OSHA Guide to Industrial Hygiene

Course Description: This course is designed for personnel who are interested in increasing their knowledge of industrial hygiene practices and procedures, as well as applicable OSHA standards. Topics of discussion will include permissible exposure limits, OSHA health standards, respirator protection, engineering controls, hazard

communication, sampling, instrumentation, and many other related topics. Course highlights include workshops in health hazard recognition, the use of OSHA health standards, and a safety and health program workshop. Students must have completed course #501 or the equivalent prior to taking this course. (Course Length: 4 days) 2.5 CEU's; 3 semester credits. *Course Fee:* \$750.00

OSHA Course #2015

Hazardous Materials

Course Description: This shortened version of #2010 covers OSHA general industry standards and integrates materials from other consensus standards that relate to hazardous materials. Included are flammable and combustible liquids, compressed gases, LP-gases, and cryogenic liquids. Related processes such as spraying and dipping are covered, as well as electrical equipment. (Course Length: 4 days) 2.5 CEU's; 2 semester credits. *Course Fee:* \$750.00

- April 24-25, 2008, Harrisburg, PA

OSHA Course #2045

Machinery and Machine Guarding

Course Description: This shortened version of #2040 familiarizes the student with various types of common machinery and the related safety standards. Guidance is provided with respect to the hazards associated with various kinds of machinery and the control of hazardous energy sources (lockout/tagout). The course presents an approach to machinery inspection that enables participants to recognize hazards such as those created by points of operation, rotating parts, and flying chips and provides options to achieve abatement. Also included is hands-on training in the laboratory. (Course Length: 4 days) 2.5 CEU's; 2 semester credits. *Course Fee:* \$750.00

- April 7 – 10, 2008, Silver Spring, MD

OSHA Course #2225

Respiratory Protection

Course Description: This shortened version of #222 covers the requirements for the establishment, maintenance, and monitoring of a respirator program. Topics include terminology, OSHA and ANSI standards, NIOSH certifications, and medical evaluation recommendation. Course highlights include laboratories on respirator selection, qualitative-fit testing, and the use of a large array of respiratory and support equipment for hands-on training. Note: Participation in the qualitative fit testing laboratory requires a medical approval to wear a half-mask air-purifying respirator. This course is available to non-compliance personnel only. (Course Length: 4 days) 1.9 CEU's; 2 semester credits. *Course Fee:* \$750.00

- February 11 – 14, 2008, College Park, MD

OSHA Course #2250

Principles of Ergonomics Applied to Work-Related Musculoskeletal and Nerve Disorders

Course Description: This course covers the use of ergonomic principles to recognize, evaluate, and control work place conditions that cause or contribute to musculoskeletal and nerve disorders. Topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, manual handling, repetition, and lifting and transfers in health care. Course emphasis is on industrial case studies covering analysis and design of workstations and equipment, laboratory sessions in manual lifting, and coverage of current OSHA compliance policies. (Course Length: 4 days) 1.9 CEU's; 2 semester credits. *Course Fee:* \$750.00

OSHA Course #2264

Permit-Required Confined Space Entry

Course Description: This course is designed to enable students to recognize, evaluate, prevent, and abate safety and health hazards associated with confined space entry. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and ventilation techniques. This course features workshops on permit entry classification and program evaluation. Students are required to bring a personal calculator to this course. (Course Length: 4 days) 1.9 CEU's; 1 semester credit.

Course Fee: \$750.00

- January 28 – 31, 2008, College Park, MD

OSHA Course #3010

Excavation, Trenching and Soil Mechanics

Course Description: This course focuses on OSHA standards and on the safety aspects of excavation and trenching. Students are introduced to practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations. Various types of shoring (wood timbers and hydraulic) are covered. Testing methods are demonstrated and a one-half-day field exercise is conducted, allowing students to use instruments such as penetrometers, torvane shears and engineering rods. Students must have completed course #200, #510, or have equivalent construction training or experience. Personal Protective Equipment: Safety shoes, safety glasses, and appropriate clothing for field exercise. (Course Length: 4 days) 1.9 CEU's; credits to be assessed. Course Fee: \$750.00

OSHA Course #3095

Electrical Standards

Course Description: This shortened version of Course #3090 is designed to provide the student with a survey of OSHA's electrical standards and the hazards associated with electrical installations and equipment. Topics include single- and three-phase systems, cord and plug connected and fixed equipment, grounding, ground fault circuit interrupters, hazardous locations, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA inspection procedures. Hands-on training is provided using various types of electrical test equipment. (Course Length: 4 days) 2.5 CEU's; 2 semester credits. *Course Fee:* \$750.00

OSHA Course #3110

Fall Arrest Systems

Course Description: This course provides an overview of state-of-the-art technology for all protection and current OSHA requirements. Topics covered include the principles of fall protection, the components of fall arrest systems, the limitations of fall arrest equipment, and OSHA policies regarding fall protection. Course features a one-day field exercise demonstrating fall protection equipment. Students must have completed course #200, #510, or have equivalent construction training or experience. Personal Protective Equipment: Safety shoes, safety glasses, and appropriate clothing for field exercise. (Course Length: 4 days) 1.9 CEU's; credits to be assessed. *Course Fee:* \$750.00

OSHA Course #5600

Disaster Site Worker Train-the-Trainer Course

Course Description: The goal of this course is to prepare experienced trainers to present OTI Course #7600 – *Disaster Site Worker Course*. The trainer will be able to apply elements of successful adult training programs; acquire new knowledge, skills, and attitudes with regard to disaster site work; and demonstrate the ability to properly don, doff and inspect air-purifying respirators in order to accomplish successful delivery of the *Disaster Site Worker Course*. Trainers are given the opportunity to practice knowledge, skills, and attitudes through discussion, planned exercises, demonstrations and presentations. Participants receive lesson plans and

training materials for the *Disaster Site Worker Course* as well as information on training techniques and resources. Trainers will be expected to present a selected portion of the *Disaster Site Worker Course* and to use a “presentation evaluation” sheet to evaluate other presenters. The audience for this course is authorized OSHA Construction Outreach Trainers (OTI #500 Course) who have a minimum of three years experience as an occupational safety and health trainer. Additional prerequisite: at least one of the following:

- Have completed a 40 hr (minimum) HAZWOPER training course, **or**
- Possess journey level credentials in a building trades union, **or**
- Possess understanding of technical skills of construction work that is equivalent to the journey level.

(Course Length: 4 days) 2.5 CEU’s; credits to be assessed. *Course Fee:* \$750.00

- September 15 – 18, 2008, College Park, MD

OSHA Course #6000

Collateral Duty Course for Other Federal Agencies

Course Description: This course introduces Federal agency collateral duty (part-time) safety and health personnel to the Occupational Safety and Health Act, Executive Order 12196, 29 CFR 1960 and 29 CFR 1910. Students will be able to recognize basic safety and health hazards in their own workplaces and to effectively assist agency safety and health officers with inspection and abatement efforts. (Course Length: 4 days) 2.2 CEU’s; 2 semester credits. *Course Fee:* \$750.00

- March 10 -13, 2008 Silver Spring, MD
- July 21 – 24, 2008, Silver Spring, MD

OSHA Course #7000

OSHA’s Ergonomics Guidelines Training for Nursing Homes

Course Description: The focus of this one-day course is to use OSHA’s Ergonomics Guidelines for Nursing Homes to develop a process to protect workers in nursing homes. The course focuses on analyzing and identifying ergonomic problem jobs and practical solutions to address these problems. Featured topics include (1) developing an ergonomics process and (2) risk factors in the nursing home guidelines: identifying problem jobs including protocols for resident assessment and implementing solutions including work practices and engineering solutions. The target audience is the nursing home administrator and/or human resource personnel designated with the responsibility to develop an ergonomics process. (Course Length: 1 day) *Course Fee:* \$225.00

OSHA Course #7005

Public Warehousing and Storage

Course Description: This one-day course is designed as a training course for warehouse workers and will focus on many hazards and injuries that are likely to be encountered in warehouse operations. It has been shown that warehousing has become an increasingly hazardous area to work in. OSHA has identified Public Storage and Warehousing as one of seven industries with a high lost time claims rate. Injuries may occur from forklifts; material handling and lifting; exposure to hazardous substances; and slips, trips and falls. The course will discuss: powered industrial trucks; material handling/lifting/ergonomics; hazard communication; walking and working surfaces; and exit routes and fire protection. (Course Length: 1 day) *Course Fee:* \$225.00

OSHA Course #7100

Introduction to Machinery and Machine Safeguarding

Course Description: The main focus of this course is to increase the participant’s knowledge and skill in proper machine safeguarding techniques and to highlight the benefits of guarding various types of machinery. It is the employer’s responsibility to identify and select the safeguard necessary to protect employees and others in the work area, as well as provide appropriate training in safe work practices. Knowing when and how to properly

safeguard machinery can reduce or eliminate the potential for accidents and injuries. Two versions of the course are available in a 4- or 8-hour format. (Course Length: 4-8 hours)

OSHA Course #7105

Evacuation and Emergency Planning

Course Description: Evacuation and Emergency Planning focuses on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants will learn: (1) reasons for emergency action plans and fire prevention plans and when they are required for a workplace; (2) elements of a good evacuation plan; and (3) features of design and maintenance of good exit routes. The optional session for this course will focus on assessment of risk for terrorist attack and how to utilize OSHA's two matrices, evacuation planning and fire and explosion, as tools in planning for emergencies. (Course length: 1 day) *Course Fee:* \$225.00

OSHA Course #7200

Bloodborne Pathogens Exposure Control for Healthcare Facilities

Course Description: The purpose of this one-day course is to develop a Bloodborne Pathogens Exposure Plan for healthcare facilities using a step-by-step approach. Featured topics include an Introduction to the Bloodborne Pathogens Standard; the Exposure Control Plan; Exposure Determination; Methods of Control; Vaccinations and Evaluations; Training and Information; and Recordkeeping. The target audience is the program administrator, manager, or other personnel designated with the responsibility of developing a Bloodborne Pathogens Exposure Control Plan for a small healthcare facility. (Course Length: 1 day) *Course Fee:* \$225.00

OSHA Course #7205

Health Hazard Awareness

Course Description: This course provides an introduction to common health hazards that are encountered in the workplace. These health hazards will include exposure to asbestos, silica and lead. The course will feature these topics: identification of hazard; sources of exposure; health hazard information; evaluation of exposure; and engineering and work practice controls. The course materials will include an instructor and student manual; workshops and group activities; and PowerPoint presentations. The course is a one-day awareness course for employers and employees. (Course Length: 1 day) *Course Fee:* \$225.00

OSHA Course #7300

Understanding OSHA's Permit-Required Confined Space Standard

Course Description: This one-day course discusses the requirements of OSHA's permit-required confined space standard, 29 CFR 1910.146. It is designed for small employers or a designated representative (line supervisor or manager) with the responsibility to develop a permit space program. It covers OSHA's requirements but does not feature hands-on sections (instrumentation and control methods and testing) which are included in OSHA course #2260. Topics include: scope and definitions; general requirements; permit space program; training requirements; and employee roles and rescue. (Course Length: 1 day) *Course Fee:* \$225.00

OSHA Course #7400

Trainer Course in Construction Noise

Course Description: The primary objective of this one-day course is to increase the participant's knowledge and skill in construction noise. Classroom demonstrations of noise instrumentation and hearing protection devices are featured. Topics include: properties of sound; noise-induced hearing loss; OSHA's construction industry noise standards; sound level meters and noise dosimeters; and construction noise exposure control. The target audience is the small employer or a representative (e.g., line supervisor or manager) designated with the responsibility to develop a construction noise program. (Course Length: 1 day) *Course Fee:* \$225.00

OSHA Course #7500

Introduction to Safety and Health Management

Course Description: The focus of this one-day course is the effective implementation of a company's safety and health management system. It addresses the four core elements of an effective safety and healthy system and those central issues that are critical to each element's proper management. This course has been set up as a facilitated, interactive training session. Participants are given small "chunks" of information, and then are able to test their understanding of the subject matter via participant activities and workshops. Several practice sessions included are designed to increase participant awareness and enable them to apply what they have learned when they return to their workplace. The target audience is the small employer, business owner, or manager designated with the responsibility to develop and manage a firm's safety and health programs or system. The training is also suitable for employees and employee representatives interested in improving safety and health in the workplace. (Course length: 1 day) *Course Fee:* \$225.00

OSHA Course #7505

Introduction to Accident Investigation

Course Description: Introduction to accident investigation provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The goal of this 2-day course is to help participants gain the basic skills necessary to conduct an effective accident investigation at their workplace. The target audience is the small employer, manager, employee or employee representative who, as part of a firm's safety and health system, would be involved in conducting accident and/or near-miss investigations. Topics include the primary reasons for conducting an accident investigation, employer responsibilities related to workplace accident investigations, and a six-step accident investigation procedure. The course is set up as a facilitated, interactive training session focusing on class discussion and group activities. (Course Length: 2 days) *Course Fee:* \$425.00

OSHA Course #7600

Disaster Site Worker Course

Course Description: The goal of this 16-hour course is to increase the participant's awareness of the safety and health hazards, including CBRNE agents that may be encountered at a natural or man-made disaster site. The importance of respiratory and other personal protective equipment and proper decontamination procedures that may be used to mitigate the hazards will be emphasized. Participants will support the use of an Incident Command System through the safe performance of their job responsibilities. They will be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress. In addition, participants will be able to perform the following specific tasks correctly: (1) inspection of an air-purifying respirator, (2) donning and doffing an air-purifying respirator, and (3) respirator user seal check. The audience for this course is Disaster Site Workers who provide skilled support services (e.g., utility, demolition, debris removal, or heavy equipment operation) or site clean-up services in response to a disaster. Prerequisite: Completion of the *OSHA Construction Outreach Training Course* (10-hour). (Course Length: 2 days) *Course Fee:* \$425.00

OSHA Course #7845

Recordkeeping Rule Seminar

Course Description: This 4-hour course is designed to assist employers in identifying and fulfilling their responsibilities for posting certain records, maintaining records of illnesses and injuries, and reporting specific cases to OSHA. Several practice sessions are included. Students who successfully complete this course will be able to identify OSHA requirements for recordkeeping, posting, and reporting and to complete OSHA forms 300, 300A, and 301. (Course Length: 4 hours) *Course Fee:* \$150.00

For other course locations available see the [National Resource Center for OSHA Training, West Virginia University Extension Service](#).